

# Vacancy Announcement

**OPEN TO:** All Interested Candidates

**POSITION:** AECSA Accountant

**OPENING DATE:** Wednesday, Jan 18

**CLOSING DATE:** Wednesday, Feb 1<sup>st</sup>

**WORK HOURS:** Full-time, 40 hours per week (Sunday to Thursday). Must be available for occasional overtime to accommodate the work demand whether it is after hours, on Fridays.

**SALARY:** JD 500 per month (Paid in JDs at the end of every month. (One-year contract renewable.)

***Note:** All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.*

The American Embassy Community Services Association (AECSA) in Amman has a vacancy for the position of Accountant.

## **BASIC FUNCTION OF POSITION**

The AECSA Accountant will be responsible for:

- Restructuring AECSA accounting procedures to comply with Generally Accepted Accounting Principles (GAAP);
- Planning, organizing, and managing AECSA accounting, budgeting, financial statement preparation, and other fiscal activities.
- Making recommendations to improve operation efficiency through internal control processes and procedural guidelines.
- Managing the A/P, A/R, Payroll, Month-end close.
- Training money-handling personnel in any new procedures.
- Ability to maintain proper bookkeeping of all accounts
- Preparing bank statements and notes in regard to cash sheets.
- Preparing and analyzing financial statements and cash management.
- Preparing journal entries for month-end close.
- Reconciling all balance sheet accounts on a monthly basis.
- Maintaining prepaid asset and accrued liabilities accounts.
- Monitor and reconcile asset listings.
- Maintain fixed asset database.
- Maintain depreciation log.
- Monitor daily cash position.
- Determine appropriate accounts for deposits.

- Initiating and projecting amounts for payroll cash transfers.
- Assisting the AECSA Board Treasurer as required.

### **QUALIFICATIONS REQUIRED**

The ideal candidate will have:

- **Strong Communication skills in English is a must (Applicants should be able to speak, read, and write English clearly and concisely)**
- A Bachelor's Degree in Accounting or Finance;
- 2+ years experience,
- Proficiency in running and creating reports using Excel;
- Strong analytical accounting skills.
- Strong Communication skills in English is a must.

### **TO APPLY**

Applications will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. Interested applicants should submit a cover letter and a current CV/resume to [AmmanAECSA@state.gov](mailto:AmmanAECSA@state.gov)